King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.09.003, Electronic Mail	Approved By:	Director Allen Nance
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Purpose
To establish guidelines for the use of electronic mail by department employees, volunteers, or professional services within department buildings or utilizing department resources.

Policy
It is the policy of the department that e-mail shall be used to conduct official department business in accordance with County policy. This e-mail policy applies to e-mail sent via the County's internal e-mail system or via the internet using County resources.

References

RCW:	42.56 Public Records Act
King County Board Of Ethics:	1106 Personal Use of Email 1146 Guidelines for Use of County Property 1163 Use of County Computers, Email and OIRM Printers
King County Code:	Title 3 Personnel
King County Executive Policy:	INF-17-4-1-EP Public Records Act Compliance
King County HR Policy:	2024-0006 Political Campaign Related Activity and Use of County Resources
KCIT Countywide IT Policies	
Department Policy:	1.01.001, Code of Conduct

Definitions
E-mail: Electronic mail; messages and any attachments distributed by electronic means from one computer user to one or more recipients via a network.
King County E-mail: Electronic messages and any attachments sent via the County's internal E-mail system or via the internet using County resources.
ZZ Group message: A message sent to all individuals in a designated group withing the County's e-mail system, or specific groups on the e-mail system.
Executable file: A type of computer file that runs a program when it is opened.
Personal Use: Any use outside the scope of job duties for personal reasons.
Public Records Request: Request by a person for records held by a public agency, including King County, as described in RCW 42.56.
User: Anyone who uses, has permission to use, or is assigned an e-mail account for the King County e-mail system.

General Guidelines

1. This policy, as well as all Countywide IT policies, applies to all department employees, volunteers, and professional service providers who are provided access to the King County e-mail system.
2. Mass messages using department contacts (ZZ group messages are reserved for pre-approved official messages only and requires pre-approval from a member of Senior Management.
3. Each user shall maintain security by not leaving computers unattended when logged into email or any other secured application or files, and by not sharing passwords.
4. Sending or saving non KCIT approved executable files via e-mail with the intent to install on County personal computers or network file servers is expressly prohibited.
5. Sending or saving non KCIT approved executable files shall be considered destruction of County property and a violation of Department policy 1.01.001, Code of Conduct.
6. King County E-mail, whether sent, received, deleted, or stored in any format, is the property of King County, and staff shall have no expectation of privacy.
7. E-mail programs and all electronic folders maintained by staff may be searched at any time at the direction of the department director.
    a. Permission(s) granted by the director to search these files shall be logged and maintained by the director's office to ensure there is an accountable and reliable system in place monitoring the continued need for access.
    b. Permission(s) granted shall be reviewed every thirty days to verify that permissions are still required.
    c. Any permission(s) determined to be no longer needed shall be rescinded and logged on the tracking form.
8. E-mail programs and all electronic folders maintained by staff may be searched at any time in response to a Public Disclosure Request or court order.
    a. The Records and Information Systems Manager (RISM) will notify the Director or designee of any response to a court order directing the search of an employee's email.
    b. If responsive records are located which are sensitive or personal in nature in response to a Public Disclosure Request, staff shall be notified prior to the disclosure of those records.

A. Staff Use of King County E-mail

1. King County E-mail is intended for business purposes.
2. All staff shall routinely read and appropriately respond to County E-mail messages each workday when working on-site or when telecommuting.
3. Staff shall be mindful that Personal Use of King County E-mail should be minimal, brief in duration and frequency, not interfere with or impair the conduct of official business and/or not cause any additional expense to the County.
4. Staff sending personal e-mails using King County resources should be aware that any e-mail and its contents are subject to public records requests.

B. Staff Use of Personalized Profile Pictures, Email Signature Blocks and Video Conferencing Backgrounds

1. Staff shall not use profile pictures, email signature blocks or video conferencing backgrounds that a reasonable person may find offensive or contains speech or graphics that communicates a message of exclusion or intolerance.
2. Staff are prohibited from using profile pictures, email signature blocks and/or video conferencing backgrounds to display or share political images, messages, words or symbols.

3. If there are differences of opinion concerning what is appropriate, the Division Director or designee shall be the final reviewing authority and their decision shall be final.